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Meeting Minutes 01/03/2013

Capital Planning Committee
Meeting Minutes
January 3, 2013

In attendance were:

Steve Andrew*
Andrew Flanagan
Charles Foscett
Paul Olsen
Brian Rehrig
Diane Johnson
Ruth Lewis
Anthony Lionetta
Barbara Thornton

* Denotes those not in attendance

• Meeting Opened: Meeting was opened. Members were provided with updated tables presenting capital items by funding source (cash, bonds and other). Also in the packet was memorandum presenting recommendations of the Town Manager, a summary table of the 5 year capital plan and the debt schedule. Charlie Foscett commented that Andrew Flanagan's contributions have been valuable to the process and getting us to a workable capital plan.

• Overall Discussion Items: The following comments and observations were made:

- Charlie Foscett noted that Ottoson's implications to the Capital Plan sunset in FY2017, resulting in a substantial drop in the debt schedule in FY 2018.
- Diane Johnson noted that deadline for Letters of Interest to the MSBA have been extended to April. The School Department plans on submitting a LOI for the High School.
- Andrew Flanagan reported that the Antennae fund has a current value of \$581k. (These funds are earmarked for Park Projects). The draft Capital Plan includes the use of about \$300k of this fund.
- Andrew Flanagan reviewed the "calculation" of the available capital budget from the Town's overall budget.
- On the Central Fire Station, the implications of the new Massachusetts Building Code Seismic requirements on the proposed plan to rehab the structure are yet to be determined. The Architect's report is due the first week of February. This report may open up a decision to either go forward with the required additional retrofit or to building a new Fire Station on an alternative site. After discussion it was agreed to keep the cost of the fire station in FY2015, but revisit this after the report is issued and the matter can be discussed with FinCom and the Board of Selectmen.
- Brian Rehrig raised the issue of the interest rate (3.2%) assumed in the 5 year plan and the FY2014 Budget

as being higher than current rates. After discussion it was agreed to keep the assumed rate at 3.2%, even though it may be conservative.

- Cemetery Perpetual Fund: The CPC raised the application of these funds to the proposed water system improvements (\$400k in FY 2014) in that water is directly related to the care and maintenance of grave sites. Andrew Flanagan reported that early indications are that these funds cannot be used for this purpose, but agreed to research the statue and revisit with Town Counsel. There is about \$4 million in this fund.
- Town Manager's Recommendations: Andrew Flanagan presented the Town Manager's recommendations (memo provided) on three capital items.
 - The most controversial amongst the Committee was the reduction of the School copier budget from \$160k/yr to \$120k/yr. After much discussion, a vote of 5 to 3 was taken to accept the Town Manager's recommendation.
 - The two other items, concerning the FEMA match and Cemetery Roadway improvements, were accepted by unanimous vote.
- Next meeting: TBD (Likely to be the first part of February in advance of the FinCom presentation)

Adjournment